2019 European Quality Assurance Forum

Supporting societal engagement of higher education

Hosted by TU Berlin
21-23 November 2019

Call for contributions

Deadline 22 July 2019

INTRODUCTION

ENQA, ESU, EUA and EURASHE will organise the 2019 European Quality Assurance Forum (EQAF) **from 21 to 23 November 2019 in Berlin, Germany, hosted by TU (University of Technology) Berlin.** Through a mix of plenary and parallel sessions, the 2019 EQAF, entitled '**Supporting societal engagement of higher education'**, will combine presentations of current developments in quality assurance (QA) with discussions on research, policy and practice that will take place in paper sessions and workshops.

FORUM OBJECTIVES

Societal demands on higher education are changing and becoming more complex. Higher education institutions need to foster academic excellence in research, drive innovation and ensure through high-quality teaching that graduates have the knowledge and skills that prepare them for their future careers and role as active citizens. To do this successfully, institutions are expected to engage internal and external stakeholders, and entertain partnerships with industry actors, their local and regional environment, and often in collaboration with other higher education institutions. This year's EQAF will explore how external and internal QA processes can support engaged higher education institutions in developing activities that meet the expectations and needs of all stakeholders and demonstrate their value to society.

PARTICIPANTS

EQAF provides a platform for discussion, professional development and exchange of experiences among the main stakeholders in QA. Specifically, the Forum is of interest to rectors and vice-rectors responsible for QA, QA officers in higher education institutions, students, QA agency staff and researchers working on higher education or the QA field.

CALL FOR PAPERS AND WORKSHOPS

We invite contributions from QA practitioners in higher education institutions and quality assurance agencies, students, and researchers in the field. EQAF is an excellent opportunity to present current practice or research and test new ideas, and to elicit feedback from colleagues and stakeholders about topics that are of interest to you. All contributions are expected to seek to stimulate a discussion with the participants, thus enhancing peer-learning. Contributors should also bear in mind the diversity of participants at EQAF and should therefore aim to focus on the transferability of results or practices to different contexts in order to increase the relevance for the audience.

The deadline to submit all contributions is **22 July 2019**. **Proposals received after this date will not be considered**.

Three types of contributions are being sought: proposals for paper presentations, workshops and for short discussion starters.

We will especially welcome proposals that reflect on the Forum objectives and provide insights into how QA processes help engaged higher education institutions develop activities that meet the expectations and needs of all stakeholders and demonstrate their value to society. We also welcome proposals that present different perspectives (e.g. a case study developed jointly by a university and a QA agency) and strongly encourage cooperation with students when preparing proposals.

Selected contributions will be presented and discussed during parallel sessions, which are usually attended by 20–40 participants.

Please note that participants will be free to select which session to attend based on the **abstracts**, which will be published on the EQAF website and in the programme booklet. Therefore, we encourage all contributors to pay special attention to their abstracts, which must be concise, correspond to the content of their contribution and appeal to the participants. The organisers reserve the right to amend abstracts in order to ensure that they accurately reflect the content of the session.

Giving **explicit titles of a reasonable length** to papers and workshops may also contribute to capturing the attention of a wider audience.

SESSION TYPES

1. Paper sessions

This type of contribution will focus on one of the following:

a) Research – an analysis of concepts or data related to quality assurance with discussion of the implications for policy or practice

b) Policy – a case study of a particular policy approach, taking into account the implications for practice or transferability to other contexts

c) Practice – a case study of quality assurance practices at institutional, national or European level, analysing the success factors, challenges encountered, possible failures, and transferability to other contexts.

The paper is expected to share and discuss experiences in a self-reflective and critical way or to test ideas for new quality assurance initiatives and receive feedback from participants.

Papers will be presented during **45-minute-long parallel sessions**. The presentation of the paper should last no longer than 20 minutes and will be followed by a discussion with the audience.

Formal requirements

A paper proposal should:

- Identify the author(s), and, in the case of co-authored papers, indicate who will be responsible for presenting the paper at the Forum

- Include the authors' short biographies (up to 150 words)

- Be a fully written paper of maximum 3000 words (excluding references)

- Be accompanied by an abstract of maximum 150 words

Evaluation criteria

The papers will be assessed by members of the EQAF Programme Committee on the basis of the following criteria:

- The paper is relevant both in terms of relating to the general objectives of the Forum and in reflecting the 2019 topic in the broader sense

- The paper has a clear focus that will be of interest to the participants

- The argument, development and structure are logical, coherent and understandable

- The paper provides a substantial basis for discussion and has the potential to sustain a lively discussion

- Papers presenting case examples are critical and self-reflective and identify clearly the successes and obstacles in implementation

- The paper looks at transferability beyond the original context

- No proposal for commercial purposes will be accepted

The proposal submission form for paper session is available here.

2. Workshops

Workshops will focus on providing participants with a structured exercise to enhance understanding of a specific topic or provide hands-on practical advice on how to implement or use a specific QA tool. The workshop will be led by the facilitator(s) in a **90-minute parallel session**. Workshops should not be dedicated to one or several paper-like presentations: the focus should be on **participant activity** rather than a presentation by the workshop facilitator(s).

Formal requirements

A workshop proposal should:

- Identify the facilitator(s)

- Include the authors' short biographies (up to 150 words)

- Identify the target audience for the workshop

- Explain the main objectives / intended learning outcomes

- Explain the activity to be carried out during the workshop

- Specify any practical requirements (audio-visual requirements, room layout)

- Be no more than two A4 pages

- Be accompanied by an abstract of maximum 150 words

Any supplementary documentation may be annexed. For instance, a workshop proposal on comparing different kinds of teaching evaluation questionnaires could include the questionnaires that will be discussed during the workshop.

We strongly encourage the workshop facilitators to prepare and handle the timing of their activities carefully. They should also be prepared to adapt to the number of participants in the audience (e.g. adapt the number of sub-groups in case attendance is higher or lower than expected).

Evaluation criteria

The workshop proposals will be assessed by members of the EQAF Programme Committee on the basis of the following criteria:

- The level and type of participant activity: workshops should aim to sustain a lively debate with and the engagement of the audience in a hands-on activity

- The topic and objectives of the workshop and their relevance to QA and the EQAF participants

- Description of how the workshop will be run (activities proposed, how realistic it is to carry them out in the given timeframe, methodology to ensure participation from the audience...)

- No proposal for commercial purposes will be accepted

The proposal submission form for workshops is available [here](#).

3. Discussion starters

1-2 parallel plenary sessions will gather participants in a world-café discussion on **how to work with external stakeholders**. The participants will move across the room, joining smaller groups spread across several discussion islands. Each island will have a facilitator, who starts the discussion on a specific angle to the session theme ('How to work with external stakeholders?') by providing a short input (3 minutes), i.e. a discussion starter, and then guides and documents the ensuing conversation with and among participants. The session will be introduced by the session chair, who will also provide a final conclusion at the end. The facilitators will receive three successive groups of discussion participants**, with each discussion round lasting approx. 10-15 minutes**, including the 3-minutes discussion starter. Discussion starter topics should be based on innovative practical experiences, such as a specific initiative or activity involving the facilitator's institution/organisation.

Formal requirements

A discussion starter proposal should:

- Identify the facilitator

- Include the author's short biography (up to 150 words)

- Identify the target audience for the discussion

- Provide an abstract of maximum 150 explaining the case to be used as discussion starter

Evaluation criteria

The discussion starter proposals will be assessed by members of the EQAF Programme Committee on the basis of the following criteria:

- The proposal is relevant to the theme of the session

- The proposal provides an engaging insight or perspective that will be of interest to the participants and contribute to keeping the discussion going

- The proposal is not a mere presentation of an institutional practice or initiative, but looks at transferability beyond the original context as well and is self-critical so to invite comments and feedback from the participants

- No proposal for commercial purposes will be accepted

The proposal submission form for discussion starters is available [here](#).

PROCEDURE

All proposals should be submitted using the forms linked to this call, in Word format, by **22 July 2019** to eqaf@eua.eu. Please do not send a hard copy or a PDF file.

All contributions will be reviewed separately by two members of the EQAF Programme Committee. Attention is paid to avoid potential conflict of interest when allocating contributions for review. Please see Question 11 in the Frequently Asked Questions for further details of the review and selection process. Authors will be informed in September if their contribution has been selected for presentation

at EQAF. Selected proposals may receive comments on how the proposal should be amended before presentation. Please note that due to limited resources no comments can be provided to unsuccessful proposals.

Unless the author indicates otherwise, selected papers will be made available in the EUA publications database after the event and the page listing papers presented at EQAF 2019 will be assigned an ISSN number. Presentations will be uploaded to the EQAF 2019 website after the respective session has taken place.

IMPORTANT: If you have submitted a proposal for a paper presentation or a workshop, please do not register for the Forum online until the results of the selection process have been announced. Paper presenters and workshop facilitators will benefit from one reduced fee per contribution, which will be applied through a special registration process. There is no reduced fee for discussion facilitators.

All correspondence with authors of paper and workshop proposals will be by e-mail. Authors of discussion starter proposals should register through the regular registration form on the EQAF website.

In order to assist contributors, frequently asked questions are included as an annex to this call for contributions.

CALENDAR

22 July 2019: Full proposals must be submitted in Word format using the forms attached to this call to eqaf@eua.eu. Proposals received after this date will not be considered. Incomplete proposals will not be reviewed.

Early September 2019: Notification of acceptance or rejection will be sent by e-mail to all authors. Accepted proposals may be accompanied by comments.

October 2019: Abstracts of accepted proposals will be published on the Forum website. Information regarding the day and time of sessions at the Forum will be provided closer to the event.

21-23 November 2019: the 2019 European Quality Assurance Forum takes place in Berlin, Germany.

Full texts of presented papers and PowerPoint presentations will be posted on the EQAF website and allocated an ISSN number.

EQAF PROGRAMME COMMITTEE

ENQA:	Ronny Heintze (chair) and Paula Ranne
ESU:	Marija Vasilevska and Aleksandar Šušnjar
EUA:	Jacques Lanarès and Tia Loukkola
EURASHE:	Juan Carlos Hernandez Buades and Marieke Janssen
Academic advisor:	Jens Jungblut

Annex 1: FREQUENTLY ASKED QUESTIONS (FAQ)

This informal annex aims to provide indicative answers to frequently asked questions related to the EQAF call for contributions. For any further questions, please contact eqaf@eua.eu.

1. **Are abstracts enough in themselves for a paper to be taken into account in the selection procedure?**

<u>Answer</u>: Abstracts alone are not enough. The formal requirements for proposals are listed under the section "Session types" of the call for contributions. If you wish to submit a paper proposal, it must be a fully written paper of maximum 3000 words (references excluded), accompanied by an abstract of up to 150 words.

2. **I would like to present the QA system in place in my institution. Should I choose to submit a paper or a workshop?**

<u>Answer</u>: Workshops are based on interactivity with the audience (e.g., on the use of specific QA tools in different national and institutional contexts), and should not consist of one or a series of paper-like presentations. If you wish to collect feedback from other institutional contexts on, for example, a tool that you would like to implement within your institution, a workshop might be a good solution. Please be aware that a workshop lasts twice as long as a paper session and you will have to propose activities and sustain a lively discussion with your audience for 90 minutes.
If you wish to present a paper, please bear in mind that, if selected, your paper presentation should provide a substantial basis for sustaining a lively discussion among the audience. The paper should therefore be self-reflective and provide a basis for broadening perspectives beyond your own institutional approach.

3. **May I co-author a paper with someone from outside my institution?**

<u>Answer</u>: Proposals submitted jointly by two or several authors are very welcome. You are free to co-author it either with someone from your institution or someone from another institution/organisation. As an example, a joint paper presenting a reform from both points of view of a QA agency and of an institution, or on a QA procedure from the perspective of an institution and its students, would be highly welcome and of interest to the audience of the Forum.

4. **Can authors selected under the call for contributions be funded to participate in EQAF?**

<u>Answer</u>: The EQAF organisers do not fund participation. Should a proposal of contribution be accepted, the presenter's institution often covers the Forum fee as well as travel to the event. However, one reduced fee will be granted to each selected paper and workshop at EQAF. This will be applied through a special registration process after the selection of papers and workshops is finalised.

5. **I am based in an institution that is located outside Europe. May I still submit a proposal under the call for contributions?**

<u>Answer</u>: Yes. Your proposal will be reviewed on the same basis and following the same criteria as other proposals (see call for contributions for the list of evaluation criteria for each category of proposal). Please also consider the answer to question 4 related to funding for attending EQAF.

6. **I am a student. May I also participate in this call for contributions?**

<u>Answer</u>: You are most welcome to submit a proposal. We strongly encourage student participation in EQAF and reduced registrations fees are available for students.

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7. I do not work in the higher education area but would like to submit a contribution on QA as a transversal topic. Would that be possible?

Answer: It depends on how your proposal will address QA. EQAF specifically focuses on QA in higher education and all proposals selected under the call for contributions should be related, in one way or another, to this specific field. It might therefore not be the right platform if you intend to discuss a generic quality assurance management tool.

8. Will all proposals selected under this call for contributions be published automatically?

Answer: During the Forum, PowerPoint presentations from workshop and paper sessions will be published on the Forum website. The full text of all papers will also be published, unless the authors request otherwise. The webpage on which they are published will be assigned an ISSN number.

9. What must I do after my proposal is selected?

Answer: In September, you will be notified by email about whether your proposal has been accepted. This email will indicate how you should then proceed.

10. Are papers that have been already published elsewhere eligible under this call for contributions?

Answer: Yes. Please however indicate on your submission form where and when it was published. Your proposal should still fulfil the evaluation criteria as stated in the call for contributions, and be of relevance for the EQAF participants.

11. What is the evaluation procedure?

Answer: The evaluation procedure works as follows: each proposal is reviewed separately by two different members of the EQAF Programme Committee from different backgrounds, taking into account potential conflicts of interest and imperatives of impartiality. In practice this means that submissions from QA agencies are not reviewed by the ENQA representatives on the Programme Committee, contributions from universities are not reviewed by the EUA representatives on the Programme Committee and so forth. Reviewers are also asked to declare any conflict of interest when they receive their contributions to be reviewed and an alternative reviewer will be found if necessary. Each reviewer will give a score according to a standard scale for grading, and provide comments as necessary. The EQAF Programme Committee then meets to discuss and decide on the final selection based on scores given to contributions, the maximum number of proposals to be selected for each type of contribution, and the need to ensure a balanced programme.

12. Besides the evaluation criteria as announced in the call for contributions, are there other criteria that I should be aware of?

Answer: All proposals that fulfil the formal requirements as stated in the call for contributions will be reviewed according to the evaluation criteria. In addition, as is usual practice in academia, the reviewers will not evaluate any proposal that presents serious distortions to the basic principles for original contributions, i.e. papers with examples of plagiarism or copyright issues.

13. Will the organisers collect feedback from participants about my session?

Answer: The organisers do not collect feedback from participants about individual paper/workshop sessions. However, the presenters/facilitators are free to collect feedback from the participants of their session themselves.

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